

EDITED KSA LISTING

CLASS: PERSONNEL SUPERVISOR II

NOTE: Each position within this classification may be required to possess all or some of these knowledges, skills or abilities.

	Knowledge of:
K1	Comprehensive knowledge of current office methods, procedures, and equipment (e.g. information disclosure, customer service, 10-key calculator, computer hardware and software, etc.) to ensure the efficient operation of personnel/payroll services.
K2	Comprehensive knowledge of laws, rules, regulations, policies, procedures and Memoranda of Understanding (MOU) affecting personnel record keeping, personnel transactions, payroll, and certification processes used in State departments.
K3	Comprehensive knowledge of a supervisor's responsibility for promoting equal employment opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.
K4	Comprehensive knowledge of basic math principles as they relate to personnel/payroll matters (e.g. salary determinations, accounts receivable, disability supplementation calculations, etc.).
K5	Comprehensive knowledge of training principles and techniques to provide information, direction and ensure consistency, conformity and compliance with laws, rules, regulations, MOUs, policies, procedures, etc. relating to various personnel/payroll functions.
K6	Comprehensive knowledge of communication principles and techniques to provide information, direction and ensure consistency, conformity and compliance with laws, rules, regulations, MOUs, policies, procedures, etc. relating to various personnel/payroll functions.

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	Skill to:
S1	Skill to develop various written documents (e.g. correspondence, tables, spreadsheets, charts, etc.) to provide information/data on various personnel/payroll matters.
S2	Skill to clearly communicate with others (e.g. all levels of staff, control agencies, public, etc.) to exchange and relay information related to various personnel/payroll matters and to establish and maintain cooperative working relations with those contacted during the course of the work.
S3	Skill to organize and prioritize work to effectively manage workload and to comply with mandated policies and deadlines.
S4	Skill to maintain personnel/payroll documents (e.g. disability files, Family Medical Leave Act (FMLA), garnishments, etc.) to ensure conformity, consistency, and compliance with law, rules, regulations, policies, procedures, etc.
S5	Skill to operate a computer hardware/software to access/retrieve information and produce personnel/payroll related documents.
S6	Skill to research and analyze various personnel/payroll matters to recommend alternative solutions and/or take appropriate course of action.
S7	Skill to plan, organize, direct and evaluate the work of subordinate staff to ensure conformity, consistency, and compliance with law, rules, regulations, policies, procedures, etc. and provide quality services.
S8	Skill to independently interpret reference materials to ensure conformity, consistency, and compliance with law, rules, regulations, policies, procedures, etc.
S9	Skill to effectively promote equal employment opportunity objectives to create and maintain a work environment that is free of discrimination and harassment.

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	Ability to:
A1	Ability to multitask to effectively manage workload and to comply with mandated policies and deadlines.
A2	Ability to think logically in order to take appropriate course of action.